Statement of Mandate 2015–2016

Executive Council Office and Office of Planning & Priorities

NOVA SCOTIA

Executive Council Office and Office of Planning & Priorities

2015-2016
Joint Statement of Mandate

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A. Message from the Minister

I am pleased to present the Statement of Mandate for the 2015/16 fiscal year for the Executive Council Office and the Office of Planning and Priorities (the Offices).

The Executive Council Office (ECO) acts as secretariat to Executive Council and is non-departmental in function and purpose. It serves the Executive Council (Cabinet) and its Committees and the executive teams of Office of Planning and Priorities (OPP) and the department of Finance and Treasury Board. The office aims to ensure that the business of Cabinet and its committees is conducted in a timely, efficient manner. ECO also provides advice and support regarding governance of and appointments to agencies, boards and commissions.

OPP focuses on developing and advancing the priorities of government and their alignment and coordination with government and department strategies and plans. In addition, it provides strategic policy advice and works to increase and align policy capacity across government. On February 12, 2014 the One Nova Scotia Commission on Building Our New Economy released its report containing 19 goals for transforming the economy and our demography. In response, on June 2, 2014 the government named 15 members to the One Nova Scotia Coalition (Coalition) — an all-party, multi-partite group with a mandate to develop a 10-year comprehensive economic development plan. OPP is providing secretariat services to support the Coalition as the plan is built and delivered in December 2015.

Together, the Offices manage the province's corporate planning, priorities and policy decisions to ensure they are communicated and administered in a professional and accountable manner.

The Honourable Stephen McNeil, Premier of Nova Scotia, President of the Executive Council, and Minister of Planning and Priorities

B. Vision

Promoting public policy excellence to allow for a sustainable social, economic and fiscally prosperous Nova Scotia.

C. Mission

To support the Premier and Executive Council in strategic planning and coordination of government priorities through corporate leadership in strategic policy formulation, policy alignment and capacity development, and corporate decision support.

D. Corporate Mandate

The Offices execute their corporate mandate by providing strategic planning and policy advice to the Executive Council and its committees, to ensure decisions are consistent with government's plans and priorities and that commitments of the government are communicated accurately.

E. Strategic Outcomes

The Offices work to achieve four strategic outcomes:

1. Executive Council and its Committees are fully supported;
2. Government priorities are advanced through leadership in planning and policy development and policy alignment across government;
3. Major policy initiatives and corporate projects are facilitated towards achievement of 19 OneNS goals.

F. Government Priorities

The OneNS Commission outlined the challenges facing our province. Based on their report, government adopted its four priorities: fiscal sustainability; economic growth; education and addressing and adapting to demographic challenges.

1. Fiscal Sustainability Goal: Balanced budget during mandate and achieve sustainable government (2017-2018)
2. Economic Development Goal: Create climate for private sector and social enterprise economic growth to support OneNS economic goals.
3. Education Goal: Increase workforce participating and entrepreneurship by improving early childhood and P-12 education systems and continually improving opportunities for skills development and knowledge through post-secondary education, training and apprenticeship.

4. Demographic Goal: Increase net interprovincial in-migration and international immigration levels; enhance wellness and health initiatives; enhance workforce participation of youth, older workers and marginalized communities; and enhance communities and social well-being.

Government will build its 2015-2016 plans in line with these four priorities. The Offices will work with departments to help coordinate overall government activities to efficiently and effectively achieve the government priorities.

Government priorities guide and inform all government policy development. However, these priorities are not the sole focus of government efforts as many initiatives related to other priorities are also underway. Effective governance is imperative in upholding government priorities and supporting the work of Executive Council and Departments.

The Offices manage the province's corporate planning, priorities and policy formulation and ensure they are communicated and administered in a professional and accountable manner

G. Performance Measures

See Appendix 1 for the calculation and explanation of performance measures

The ultimate outcome for the Offices is the successful realization of government's priorities In the short and medium term, the following measures will be used to assess performance against strategic outcomes.

OUTCOMES	MEASURE	DATA	TARGETS	ACTIVITIES to achieve target
1.) Executive Council and its Committees are fully supported	Satisfaction levels of departments and Executive Council as determined by a targeted client survey by Fall 2015.	Baseline data from the 2012-13 survey	Achieve, maintain or improve upon a high satisfaction score of 75%. The measure is based on aggregating the responses in the Strongly Agree and Somewhat Agree categories.	Provide effective and efficient support to Executive Council and its Committees through preparation of relevant, timely, thorough and effective analysis, advice and decision support. Ensure effective tracking and timely and clear communication of the decisions and directions of Executive Council and its Committees Identify potential opportunities to improve information and documentation processes for greater effectiveness and efficiency in submission process and content. Provide effective policy development and guidance on governance requirements Review and analyze client survey results for improvements and enhancements Ensure corporate functions and services are well planned, serviced and functional Monitor and modify e-Cabinet process Enhance and deploy central guidance mechanisms such as the corporate administrative manuals

OUTCOMES	MEASURE	DATA	TARGETS	ACTIVITIES to achieve target
2.) Government priorities are advanced through leadership in planning and policy development.	A targeted departmental survey by Fall 2015 to measure perceived service quality and guidance.	Baseline data from the 2012-13 survey	Improve the average score from 2013-2014 data (survey) by 10%	OPP, Executive Council Office and Treasury Board Office work to deliver a structured management and leadership model to deliver on government's public policy agenda. Execution of government policy agenda and priorities. Provide policy support to ensure departmental initiatives align with government priorities Develop tools and frameworks for measurement and accountability within departments Support excellence and innovation in public engagement across government Build internal capacity to create and strengthen connections between NS provincial departments and agencies

OUTCOMES	MEASURE	DATA	TARGETS	ACTIVITIES to achieve target
3.) Major policy initiatives and corporate projects are facilitated towards the achievement of 19 OneNS goals	Plan and Execute Coalition Meetings		Execute 14 Coalition Meetings	Provide secretariat support to One NS Coalition to enhance collaboration in creating a long term plan to address economic and demographic challenges in Nova Scotia.
	Meet Coalition Communications Goals as outlined in OneNS Communication Plan as they pertain to media, social media and internal communications	Web & Social Media Baseline Metrics –	oneNS Coalition Communications Plan	Respond to and assist public interest in the work of the oneNS Commission and Coalition.
	All Coalition assets will be effectively managed		All files will be organized and archived by January 2016	Lead and/or support the transition process from the oneNS Commission to oneNS Coalition and to any next phases.
	Capacity Building in Collective Impact	Establish a baseline by creating a model or guide for planning, implementing and evaluating	Guideline developed and in use by December 2015	Provide research, analysis and support to establish collective impact initiatives.

Budget Context

The Offices - Estimated Budget Expenditures			
	Estimates 2014-2015	Forecast 2014-2015	Estimates 2015-2016
Total - Gross Current ($000's)			
Office of Planning & Priorities	2,550	2,382	2,550
Executive Council Office	2,299	2,130	2,184
Total	4,849	4,512	4,734
Salaries and Benefits ($000's)			
Office of Planning & Priorities	2,211	1,664	2,158
Executive Council Office	1,627	1,483	1,601
Total	3,838	3,147	3,759
Funded Staff (FTEs)			
Office of Planning & Priorities	19.0	16.2	19.0
Executive Council Office	18.0	15.0	17.0
Total	37.0	31.2	36.0

APPENDIX 1
Explanation and Calculation of Performance Measures

The Offices measure performance jointly with respect to the three Core Business Areas through targeted client survey and feedback mechanisms. The survey is targeted to clients best situated to assess the effectiveness of the particular Core Business Area performance. It is important to note that the survey will address the effectiveness and quality of service and delivery not necessarily whether clients were appreciative of the decisions or results. The survey should be completed before May 1, 2015.

A range of questions will be used to measure the qualitative side of performance. However, many of the survey questions will typically offer a continuum of responses:

1 Strongly Disagree
2 Disagree
3 Neutral
4 Agree
5 Strongly Agree
6 Not applicable or No experience with which to comment

Responses in the sixth category, "not applicable" are excluded from the results measures.